



# Administrative Concerns

# Recruitment and Selection of Project-based Individuals (PBIs)

## Qualifications of PBI

- ✓ a graduate of a post secondary course or completed at least 60 units of a college course
- ✓ possesses good conversational skills
- ✓ willing to do field work

## Contract of Services of the PBI

- ✓ duties and responsibilities
- ✓ duration and conditions of employment
- ✓ terms of payment
- ✓ signed by the contracting parties
- ✓ approved by the hiring authority prior to questionnaire delivery

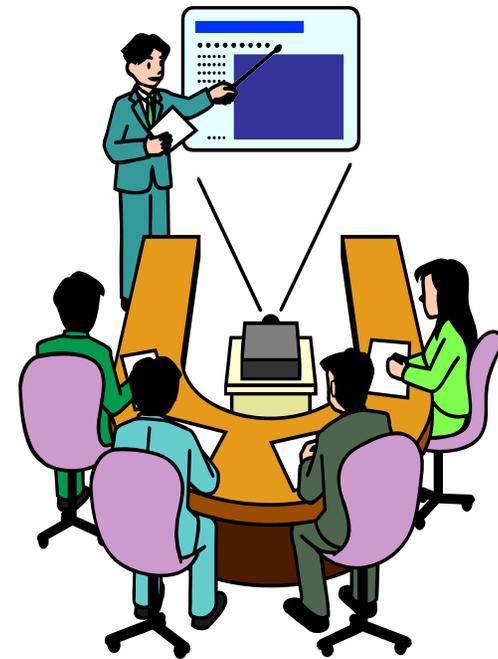
The PBI should be issued office identification card and Letter of Introduction to Sample Establishment.



# Training of Field Personnel

To monitor the effectiveness of training conducted by BLES trainers, participants should accomplish the following forms:

- ✓ Evaluation of Training for BLES Survey/s ([FM-BLES 03-3.23](#))
- ✓ Enumerator's Evaluation Survey on the Delivery of Questionnaire ([FM-BLES 03-3.24](#))
- ✓ Enumerator's Evaluation Survey on the Retrieval of Questionnaire ([FM-BLES 03-3.25](#))



## **Training of Field Personnel *(cont'd)***

- Regional Offices that conduct their own training (without BLES participation) should transmit the accomplished form (FM-BLES 03-3.23) to the BLES not later than 20 days after the training for processing and consolidation with other reports.
- The results of the training evaluation shall form part of the Terminal Report on Training.

## Work Allocation



**Supervisor:** equitably distributes assignments to his/her Enumerators relative to the workload or number of establishments/questionnaires under his/her concern

**Enumerator:** acknowledges receipt of his/her Enumerator's Control List (FM-BLES 02-2.2a) from the Supervisor by affixing his/her signature and date on the appropriate spaces of the Supervisor's Control List (FM-BLES 02-2.1a)

# Monitoring of Performance of Enumerators and Survey Status

## Supervisor:

- ✓ closely monitors the conduct of the field operations in his/her area/s of concern and make certain that time lines in the work plan are observed; the enumerator submits a Certificate of Appearance
- ✓ tracks the status of field operations in his/her area/s
- ✓ accomplishes of the Enumerators' Summary Performance Report ([FM-BLES 03-3.11](#)) and the General Payroll for Piece-Rate Enumerators ([FM-BLES 03-3.12](#))
- ✓ accomplishes the Assessment on the Implementation of Field Operations of BLES Surveys ([FM-BLES 03-3.17](#)) every 5th and 20th of the month

## Monitoring of Performance of Enumerators and Survey Status *(cont'd)*

### Enumerator:

- ✓ submits a Certificate of Appearance ([FM-BLES 03-3.8](#)) for questionnaire delivery, follow-up, collection or verification
- ✓ reports once a week on a mutually agreed day and time
- ✓ communicates with his/her Supervisor (if he/she cannot report as scheduled since there is nothing to report or no retrieved questionnaires to submit)
- ✓ accomplishes the Enumerator's Weekly Performance Report ([FM-BLES 03-3.10](#))
- ✓ properly fills out/updates Enumerator's Control List (details are consistent with those in the Supervisor's Control List)

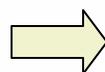
# Outputs and Terms of Payment



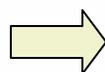
An Enumerator should deliver questionnaires to at least **five (5)** establishments per day.

**each establishment delivery = P 95.00**

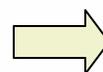
Refusal (REF)  
Strike (STR) Closure  
(TCL or PCL)  
Non-location (CBL)  
Duplicate (DUP)  
Outside survey  
coverage (OSP)  
Other reasons (OTH)



verified



confirmed



entitled to  
payment  
for  
delivery

## Outputs and Terms of Payment *(cont'd)*

On the average, an Enumerator should collect 1 to 2 questionnaires per day.

correctly accomplished or edited questionnaire costs =  
P 250.00 for BITS and P 250.00 for OWS

Supervisor/designated personnel:

- ✓ makes random spot checks on the authenticity of the submissions (one or two accomplished questionnaires from each Enumerator's weekly submissions)
- ✓ undertakes verification of all seemingly spurious submissions.

## Pre-Termination of PBI Contract

An Enumerator who decides to resign:

- ✓ should file a letter of resignation at least five (5) days prior to the effectivity of his/her resignation. Otherwise, he/she shall not be issued a certificate of employment should a request for such be made.

An Enumerator shall be issued a Notice of Termination of Contract of Services at least five (5) days prior to the effectivity of the termination should he/she fail to meet survey standards i.e., quota requirements, submission of authentic accomplished questionnaires or weekly reporting to Supervisors.

## **Pre-Termination of PBI Contract *(cont'd)***

An Enumerator should return his/her identification card, letter of introduction, field operations manual and other survey materials issued by his/her Supervisor before he/she can be officially cleared and be paid whatever monetary entitlements due him/her.

## Fund Utilization by DOLE ROs

- The amount allocated for each object of expenditure including wages and salaries are indicative only. **Realignment** of the budget is allowed subject to the usual accounting and auditing procedures.
- Cash advances for Supervisors and reimbursement of traveling allowances of Enumerators, tokens of appreciation to establishments and related expenses for the conduct of the survey may also be given as long as no additional funds are requested from the BLES.
- The BLES shall provide the Regional Offices copies of their respective Advice Disbursement Limits (ADL).

## Transmittal of Questionnaires by DOLE ROs to BLES

### Regional Supervisor:

- shall send all correctly accomplished/edited and verified questionnaires to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Retrieved/ Verified Questionnaires in ONCR** ([FM-BLES 03-3.13](#)) twice a month during the data collection period
- shall send all undelivered questionnaires (closures, refusals, non-location, etc.) to the Bureau, sorted by survey, province and ascending EIN, together with the accomplished **Transmittal of Spoilage Questionnaires in ONCR** ([FM-BLES 03-3.14](#)) at the end of the delivery period

## Transmittal of Questionnaires by DOLE ROs to BLES *(cont'd)*

### Regional Supervisor:

- shall return immediately to the Bureau those questionnaires to be accomplished by the head offices in NCR. The questionnaires sorted by survey, province and ascending EIN should be accompanied by the accomplished Questionnaires for Endorsement to Head Offices (FM-BLES 03-3.15).

## Sample Respondents with New Names and Addresses

### Regional Supervisors:

- ✓ shall accomplish the **Sample Respondents with New Names and Addresses** ([FM-BLES 03.3-9](#)) for questionnaires that have been delivered but not retrieved at the close of field operations. He/she should send this to the BLES not later than 20 days after termination of field operations in the region

### NCR supervisors:

- ✓ shall accomplish the said form ([FM-BLES 03.3-9](#)) and forward it to the designated personnel for computerized status monitoring and if there are new reports until the end of the period of delivery

## Form on Questionnaires for Endorsement to Head Offices

Regional Supervisors:

- ✓ shall accomplish the Questionnaires for Endorsement to Head Offices [\(FM-BLES 03-3.15\)](#) for those head offices outside NCR that have not responded to the survey by the end of field operations. The form should be sent to BLES not later than 20 days after termination of field operations in the region.

## Report on the Conduct of Field Operations by DOLE ROs

- The Regional Report on the Implementation of BLES Surveys ([FM-BLES 03-3.16](#)) should be accomplished by the Regional Supervisor and sent to the BLES not later than 20 days after termination of data collection activities.

## Enumerator's Evaluation Survey on the Delivery And Retrieval of Questionnaire

- The Enumerator's Evaluation Survey on the Delivery of Questionnaire (FM-BLES 03-03.24) shall be administered by the supervisor a month after the delivery of questionnaires.
- The Enumerator's Evaluation Survey on the Retrieval of Questionnaire (FM-BLES 03-3.25) shall be administered by the Supervisor three (3) months after start of delivery of questionnaires

# Other Survey Documents and Forms

Letter to Sample Establishment with Mailed Questionnaire

Letter to Head Office of Sample Establishment

Follow-up Letter to Sample Establishment or its Head Office (including refusal)

OWS Verification Form

BITS Verification Form



**THANK YOU AND  
GOOD DAY**